

Message

From: Schefski, Kenneth [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=F666F00873DC483EA51B5AFADF6D1184-KSCHEFSK]
Sent: 9/25/2019 8:15:35 PM
To: Scholten, Karly [Scholten.Karly@epa.gov]
CC: Elyana Sutin [Sutin.Elyana@epa.gov]
Subject: RE: Org Assessment - New Due Date 9/26
Attachments: ORC FY 2019 Organizational Assessment Template.docx

Karly,

Attached is ORC's org assessment. Please let me know if you have any questions.

Thanks, KC

K.C. Schefski
Regional Counsel
US EPA, Region 8
1595 Wynkoop Street
Denver, CO 80202

Work: 303.312.6843 | Cell: 303-549-5915 | Fax: 303-312-7202

This email is for the intended recipient only and may contain material that is privileged and/or confidential. If you believe you have received this email in error, please notify the sender. Thank you.

From: Scholten, Karly <Scholten.Karly@epa.gov>
Sent: Tuesday, September 17, 2019 1:20 PM
To: R8 SLT <R8_SLT@epa.gov>
Subject: Org Assessment - New Due Date 9/26

SLT,

The rumor is that the organization assessment template and guidance will be released next week, but still due to HQ on 10/9. I moved the due date to next week for you, but if the HQ due date holds it crunches review time. If you have it ready earlier, please send it. The Org Assessments are now due on Wednesday, September 25. The draft template/guidance is attached. Below is the updated schedule.

Please let me know if you have any questions.

Thanks,

Karly

**REGION 8 FY 2019
PERFORMANCE REPORTING SCHEDULE**

Schedule includes: Organization Assessment, End-of-Year Report, and SES Self-Assessments

DATE DUE	ACTIVITY
----------	----------

September 25	SLT submits 1-page Organization Assessment template highlighting the most significant division accomplishments to Regional Planner. (Please complete using the new R8 structure.)
October 1	Regional Planner submits draft R8 Org. Assessment to SLT for comments.
October 3	SLT comments on draft R8 Org. Assessment due to Regional Planner.
October 3	SLT sends draft End-of-Year highlights to Regional Planner.
October 4	Regional Planner submits Draft R8 Org. Assessment to RA and DRA for final review.
October 7	RA and DRA provide final comments on Org. Assessment to Regional Planner.
<i>Tentative Date</i> October 9	RA and DRA submit Organizational Assessment and preliminary ratings distribution to OARM.
<i>Tentative date</i> October 11	SES Self-Assessments due to DRA
October 11	SLT submit project highlights for DRA and RA Self-Assessments to Regional Planner. (Please share projects that the RA or DRA worked directly with you on this year. These are incorporated into their self-assessments.)
<i>Tentative Date</i> October 16	Regional Planner submits draft RA/DRA self-assessments to RA/DRA.
<i>Tentative Date</i> October 18	Regional Planner submits draft EOY report to RA/DRA for comment.

Karly Scholten | Region 8 Regional Planner | U.S. EPA Region 8, 8MSD-FM | 1595 Wynkoop Street | Denver, Colorado 80202 | 303.312.6418